

6"

GODDARD SPACE FLIGHT CENTER  
**KEY REQUEST**

I hereby request that a key for: BLDG.  ROOM

be issued to the person named on the front.

Justification/Reason for Key:

Typed Name of Authorizing Official	CODE	PHONE
SIGNATURE (of Authorizing Official)	DATE	
Typed Name of Authorizing Official #2	CODE	PHONE
SIGNATURE (of Authorizing Official #2)	DATE	

4"

**REVERSE**  
Card size is 4" x 6"

6"

GODDARD SPACE  
FLIGHT CENTER  
**KEY RECEIPT**

NAME (last, first, MI)		BADGE NO.	
CODE	BLDG.	ROOM	PHONE

**SECURITY OFFICE USE ONLY**

KEYS ISSUED	KEY MARK	KEYWAY	CORE MARK	SERIAL NUMBER

**AGREEMENT**

**BY SIGNING THIS FORM I UNDERSTAND AND AGREE THAT:**

1. I will ensure to the best of my ability that no duplicate key(s) will be made;
2. I will control the key(s) and account for them upon request;
3. I will return the key(s) to the Security Office (GSO) Key Control Section upon termination of employment or transfer from my present area of responsibility;
4. I will immediately report the loss or theft of any key(s) to the GSO Key Control.

[NOTE: Do NOT sign this form until you receive/pick up the key(s). ]

SIGNATURE (of person receiving key)	DATE
-------------------------------------	------

GSFC 24-12 (11/95) Previous editions are obsolete KEY REQUEST/RECEIPT FORM

4"

**FRONT**  
Card size is 4" x 6"